



POSITION DESCRIPTION

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the Principal, in response to the strategic direction of the School, and the development of the skills and knowledge of the position.

JOB TITLE	Boarding House Supervisor – Residential
HOURS OF WORK	Fulltime or Part Time, working to a rotating roster.
SCHOOL	Melbourne Girls Grammar Merton Hall Campus 86 Anderson Street, South Yarra, 3141
FACULTY/DEPT	Boarding House
REMUNERATION CLASSIFICATION	Educational Services (General Staff) Award 2020
REPORTS TO	Director of Boarding, the Assistant Director of Boarding and ultimately the Principal.
SUPERVISES	Boarding Students
POSITION OBJECTIVE	To provide guidance and support to the students of the MGGS Boarding House in such a way as to promote their educational, spiritual and physical growth and wellbeing in a positive and constructive environment.
KEY ACCOUNTABILITIES	KEY TASKS FOR ALL STAFF
Safety of Boarders	<ul style="list-style-type: none"> • ‘Every Student – Every Day – Every Shift’. Every girl must be sighted/accounted for by each staff member on every shift. Every room of the house must be entered on each shift to monitor health, safety and well-being. This is the foundation of our security and safety policy for all students. • Read, understand and sign the MGGS Child Safety Code of Conduct in the Boarding House Staff Handbook on commencement. • Maintain professional boundaries, no staff should connect with or be friends with students on any form of social media. Any photos must be taken on a work phone. No photos to be taken on personal phones. • Ensure all visitors sign in and wear visitor identification.

	<ul style="list-style-type: none"> • When speaking with a student one on one in a bedroom, the door must remain open and other must be alerted prior to the discussion. • Before entering any room, staff must knock first before entering. • Monitor all leave in Orah so at all times students can be accounted for. It is essential students sign in when they have returned. In peak times, the desk is to be staffed otherwise staff should be in the House, at Prep, at Artemis Gym or in Phelia/Gilman with the students. Active Supervision is essential, staff are required to move around the house every 15 minutes. • In peak times: <ul style="list-style-type: none"> - 8.00am to 8.45am - 3.20pm to 4.30pm - 5.00pm to 6.30pm - Curfew Times • Be familiar with student's mark out areas, i.e. where they can and cannot go; • Complete all the relevant paper work by the end of your shift: Handover briefing on Office 365, rolls, and leave for students; and • Maintain current list of mobile numbers of all students and staff ensuring each BH mobile is updated. <p><u>Staff can at no time leave the house while on duty unless arranged with the Director of Boarding.</u></p>
<p>Maintaining the Boarders Home</p>	<ul style="list-style-type: none"> • The Boarding House is home to up to 90 boarders. Staff are responsible for the co-ordination, monitoring and upkeep of the home; • On each shift check all rooms for tidiness, open/closed windows and curtains, turn off lights and radios, and follow up where necessary to promote healthy and independent living skills; Encourage and support students to self-manage their space. • On each shift check communal living areas are clean, safe and tidy. This includes: <ul style="list-style-type: none"> - Bathroom – monitoring for cleanliness, removing empty/unused toiletries, reporting water on floor - Kitchens, including washing dishes, wiping benches, rotating food in fridges, throwing out if past use by. Replenishing Fruit bowls. - Laundries – rotating through washing/drying, removing lint from dryers, collect and tidy - Corridors – collect baskets, crockery, abandoned items - Common rooms – tidy cushions, remove crockery, turn off TV and maintain a clean environment

	<ul style="list-style-type: none"> • Encourage students to tidy and clean the space themselves. Ensure the student kitchen roster is followed. If not, this responsibility falls with staff; • Report any major cleaning issues to the Assistant Director of Boarding; and monitor and act upon occupational health and safety (OHS) issues. • Ensure food is stocked in both kitchens and stored in a hygienic and appropriate manner. Cut up fruit/vegetables as snacks when provided. Maintain fridges, restock and dispose of out of date items.
<p>Caring for the Boarders</p>	<ul style="list-style-type: none"> • The Home is student-focused. The role is designed so the environment and relationships are to be nurtured. • Staff are to positively facilitate relationships between students, parents, colleagues and the wider School community; • Supervise and work with students as necessary during Prep times and ensure a quiet and productive environment for study is maintained. Be proactive in supporting the students. Assist students when required with homework and offer tutoring if confident in a particular area. Staff are not to sit at the Library desk, but are to either sit with the students (checking in) or circulate around • Staff are not to bring their own work onto any shift. If you have excessive responsibilities out with your role e.g.: university, it is your responsibility to flag this with the Director in advance; • Monitor students' homework and school commitments. Follow up any concerns with the Director and Assistant Director and when directed with appropriate contacts within the School; • Report absences by email to Attendance@mggs.vic.edu.au and also inform the Director/Assistant Director; No ill students are to be left in the Boarding House without a staff member present. • At all times promote and maintain the rules and guidelines in relation to behaviour and trust within the Boarding House; Immediately respond to students who are not compliant with the culture or routine of the house (e.g. students not being in beds after lights out), refer to the procedure for the management of Boarder Behaviour. • Address any issues regarding discipline as they arise, e.g. a student not being in bed after lights out, returning to the house past the agreed curfew; refer to the Procedure for the Management of Student Behaviour distributed during staff training days. • Consult the Director, as soon as possible in the case of more serious offences, e.g. smoking, forged leave confirmation, alcohol. Where necessary, the Director of Senior and/or Middle Years, School Counsellor will also be involved;

	<ul style="list-style-type: none"> • Manage, coordinate and conduct activities with students whilst on shift. Staff are responsible for conducting activities that are organised by the Assistant Director of Boarding. Additional coordinator is regarding Saturday Morning netball, bus driving, social events, ABSA events, external student commitments ie. Sport, volunteering, international student events and any other reasonable request from the Director of Boarding. Foster and provide a supportive community by promoting caring for others and mutual respect. Encourage participation of overseas students in activities, decision making; • Talk with girls concerning any problems that they may have and assess whether more specialised advice (Counsellor, Health Officer, and Director of Boarding) needs to be sought. It is important NOT to take on a counselling role. The Director must be notified immediately when a student is experiencing problems of a psychological/behavioural or academic nature; • Implement any extra academic support especially for students on a Learning Profile or receiving support from the Pathways Planning Team
Administration	<ul style="list-style-type: none"> • Time spent on the computer whilst on shift should be purposeful and minimized; • Provide secretarial and administrative support in the Boarding House offices as directed by senior staff and foster a professional atmosphere at all times; • Keep offices tidy and ensure confidentiality, e.g. student information, handovers; • Ensure all leave documents on Orah are maintained. • Ensure Orah roll check is completed 4x per day; Morning, After School, Dinner, Bedtime. • Lodge handover information on Office 365. Due to our role as <i>in loco parentis</i> our duty of care and record keeping is a legal requirement. There are strict protocols with handover between shifts. Each handover should be titled as Handover and with the date in the email subject heading. Succinct and brief dot points only. Sub-headings to be included in each handover include Health, Wellbeing, Academic, Admin and Leave; and • Handover must be read at the start of each shift. • Record all phone/communication with parents, students and teachers appropriately. Communication with teachers should be communicated through the Director. Emails to parents and guardians are to come from the Director of Boarding/Assistant Director only.
Health	<ul style="list-style-type: none"> • Medication must be recorded in Handover and Synergetic with student name, time and the treatment/dosage administered.

	<ul style="list-style-type: none"> • Any sensitive information should be relayed verbally or in a separate email to Senior Staff. These issues are addressed at staff meetings. • Before administering medication to Boarders please: <ul style="list-style-type: none"> – Be vigilant- giving medication to a patient is a procedure that ALWAYS requires respect and vigilance- regardless of the medication each has their own risks associated – Never give a boarder medication they has not previously taken without parent approval – ALWAYS access Synergetic to note prior medication administered and any allergies. – Confirm with Boarder the above is correct/up to date • Data entry in Synergetic and handover: <ol style="list-style-type: none"> 1. Symptoms 2. Medication 3. Dose 4. Time administered 5. Staff name documented in synergetic 6. Lodge an incident report in the case if required • Refer any unwell students to the School Nurse in the morning for professional assessment.
Responsibility to Other Staff	<ul style="list-style-type: none"> • Promote a caring and supportive atmosphere; • Ensure there is an appropriate handover at the end of shift, ensuring team efficiency. We are required to provide 24-hour seamless care for the students. Information to be passed on verbally and in a handover email; • Complete all tasks on shift. Professional and collegial expectations of each other are high; • Facilitate good communication between staff members; • Notify the Director if you are required to be absent during a shift, e.g. medical appointments, illnesses. Leave without pay may be applied for via the Principal's Office; • Any swaps of shifts are to be negotiated through either the Assistant or Director of Boarding. Casual shifts are managed by Senior Staff.
Other Duties	<ul style="list-style-type: none"> • Every staff member is responsible for every student; • Public speaking will be required as part of the job; • Administer and record all medical care treatment given after hours in the handover. If concerned, contact Director of Boarding who will decide whether to notify the Health Officer/Doctor. (This is subject to change);

	<ul style="list-style-type: none"> • All staff to attend Boarding House staff meetings which are to be held at least once per term. Student of Concern meetings are held regularly too. • Staff are required to attend School events as directed by the Director. Boarding House functions to be attended include Parents BBQ, Boarders Valedictory Chapel. School Term Calendars can be accessed via eVI; • Under NO circumstances should alcohol be consumed when students are present; • Chapel is compulsory for all staff when it occurs on shift; • Supervisors are “the face of our Boarding House” and a professional phone manner, level of dress, wearing name badge, and application to the job is to be expected at all times in all shifts; • Dress code: smart casual; • Wear your name badge and carry your swipe card at all times. Swipe cards are not to be lent to students or colleagues; • Carry the residential mobile phone at all times when on duty; • Punctuality is essential. Shifts begin at 2.45pm. • There are three staff on duty (unless approved by the Director of Boarding) – most nights. <ul style="list-style-type: none"> – 1 is allocated to prep – 2 are in the house, one to monitor the front desk and attend to any admin duties, updating notice board, food orders, sessional boarder documents etc. The other to maintain the house; checking laundries and kitchens, checking the tidiness of bedrooms, communal areas, restocking fridges, fruit bowls. They can also meet with Junior Boarders to check-in and ensure their rooms are tidy, their homework is complete, etc. or run evening 6.30pm Artemis Gym session. • Drive the school bus to ensure girls are transported safely to social, train/plane commitments. You must be approved by the Director to drive the bus and have a full license. Practice opportunities can be provided on request. Fines are the responsibility of the driver; All staff who drive the bus must complete the RACV Driving Course prior to commencing. • Thorough and working knowledge of MGGs and Boarding House policies located on the intranet and distributed at the beginning of year Boarding House staff training. These include; <ul style="list-style-type: none"> – Procedure for the Management of Boarder Behaviour. – Boarders with a Disability Policy – Guidelines for the Searching of Boarders Rooms and Possessions.
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	<ul style="list-style-type: none"> - Parent Engagement Policy - Child Safety Training for the Staff in the Care of International Students <ul style="list-style-type: none"> • Fire Drills occur within the first two weeks of each term. All staff must have current knowledge of Fire and Emergency Drills; • Approved Risk Assessments must be in place and followed for any activities; • Accommodation is provided for working in a residence, not for the staff's residence and may be entered at any time by senior staff or upon their direction; <p>School days</p> <ul style="list-style-type: none"> • The shift begins at 7.00am; staff are to be ready to commence work then, open the devices room, then wake students from Years 7-10, all staff to continue to circulate and interact with students. One staff to be in the foyer from 8.00am to check morning roll as girls exit. Contact Student Services (attendance@mggs.vic.edu.au) if a student is not well or absent. Handover by email to be completed once students have left the house at 8.20am. • Each week, Assist Senior Staff in conduct year level meetings with students. Planning for tutorial groups is essential and should mirror/link to School values, curriculum and well-being policies; • Ensure weekend leave is submitted by Thursday evening, once verified by parents/local support person, process and confirm the leave. <p>End of Term / Semester</p> <ul style="list-style-type: none"> • Each staff member will take responsibility for the clearing out of the House. Start times for Packdown Days will be communicated by the Assistant Director of Boarding. • The House closes at 5.00pm for students. Staff are able to reside in the house over the Term 1, Term 2 and Term 3 holidays with permission from the Director of Boarding; • Staff must not leave until the Boarding Houses are completely cleared of students' belongings and all students have left the house. General common rooms, kitchens and laundries must be prepared for cleaning during the term break; <p>Commencement of Term</p> <ul style="list-style-type: none"> • Staff are expected to attend staff training days prior to the boarders returning, TBA by Director. • Onsite car parks are not available during the week between the hours of 6.30am and 5.00pm.
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	KEY TASKS ACCORDING TO SHIFT
WEEKEND EVENINGS AND DAYS	<ul style="list-style-type: none"> • Maintain a presence in the WHOLE house. Active supervision including regular surveying of the house every 15 minutes. Ensuring you knock before entering each room at least once, preferably more; • Update and maintain Orah, including monitoring and updating leave, checking with parents if needed. • Obtain permission for each student before they leave if not already done by previous shift; • Co-ordinate activities with the support of the Assistant Director, transport and 'impromptu' excursions. Encourage students to enjoy and utilise nearby facilities – MCG, cinema, Botanic Gardens; • Ensure each student maintains curfews and returns safely in line with our BH ethos of trust and accountability • Pay particular attention to kitchen removing crockery to the caterer's dishwasher to ensure kitchens are clean and rotating stock • Encourage students to tidy communal areas • Refer any key concerns to the Director/Assistant Director; • Always refer to the Senior staff member on call if in doubt of any decision; • Proactively greet any visitor to the Boarding House Foyer ensuring our students safety; • Update and clear notice boards • Drive bus/do administration as directed; • Support students with laundry, homework, juggling family and school commitments; • Encourage and facilitate the students to build and maintain positive peer relationships – e.g. invitations to include others in peer outings. • Complete Shift Task List and Supplementary Tasks (found in Handover) provided by the Assistant Director of Boarding
WEEKDAY AFTERNOON	<ul style="list-style-type: none"> • Contact /know whereabouts of every student and monitor sign-out; rotate the desk job with other staff HOURLY; • Monitor and maintain all areas of the house; • Distribute kitchen food/snacks to both kitchens; • Engage positively with each student on each shift; • Attend day school meetings if required; • Drive bus/accompany girls to appointments if required;

	<ul style="list-style-type: none"> Attend dinner and complete a roll call; Handover to next shift ensuring paperwork is complete. Complete Shift Task List found in Office
WEEKDAY EVENINGS	<ul style="list-style-type: none"> Ensure weekend leave is submitted and verified by parents/guardians; Maintain records of key interactions/communication between students and staff ensuring their well-being is being tracked; Contact day-school, especially Year Level Co-ordinators to exchange information upon direction from Director of Boarding or Assistant Director of Boarding; Be vigilant about sharing and collating information, to facilitate handover; Lodge any issues regarding safety and repairs in the house on the Office 365 spreadsheet Maintenance; Complete Shift Task List found in Office
Professional Development	<ul style="list-style-type: none"> To attend Professional Development workshops and seminars that will assist in successfully meeting the objectives of this role.
Child Safety Requirements/Obligations	<ul style="list-style-type: none"> Demonstrated ability to follow child safety protocols when supervising children and young people in relation to child safety. (as required) Must be able to demonstrate an understanding of appropriate behaviours when engaging with children. Abide by all MGGGS Child Safety Policies and Codes of Conduct and demonstrate active commitment to the MGGGS Statement of Commitment to Child Safety. Supervise and manage staff appropriately including regular reviews to check whether staff are following Codes of Conduct and other child safe policies. Demonstrated commitment to promote Aboriginal cultural safety and awareness and the safety of Aboriginal children and/or communities. Demonstrated ability to promote the safety, wellbeing and inclusion of all children including those with a disability or those from culturally and/or linguistically diverse backgrounds.
OTHER	<ul style="list-style-type: none"> Any other duties as requested by the Principal.

SKILLS REQUIRED	<ul style="list-style-type: none"> • A support of the Christian ethos of Melbourne Girls Grammar; • Lead by example, as guided by the MGGs values; • The demonstrated ability to identify with the needs, aspirations and challenges facing today's adolescent girls; • The demonstrated ability to lead and work as a member of a team with other professionals in the School; • The ability to provide a safe and secure nurturing residential environment; • An understanding of the issues in girls' education and knowledge of current secondary school practices; • The ability to communicate effectively with all members of the Boarding House community –students, staff and parents-and of the day-school; • The ability to show initiative, to work unsupervised and to devote energy and enthusiasm to this role.
QUALIFICATIONS REQUIRED	<p>Essential</p> <ul style="list-style-type: none"> • A current Victorian Employee Working with Children Check; and • HLTAID011 (003) Provide First Aid and HLTAID009 (001) CPR certificates. <p>Desirable</p> <ul style="list-style-type: none"> • Full driver license.
CHILD SAFETY	<p>All staff at Melbourne Girls Grammar are expected to take an active role and are well informed of their obligations in relation to Child Safety. The Melbourne Girls Grammar Child Safety Statement is incorporated in the MGGs staff employment cycle from recruitment and reference checking to induction, 3 and 6 month review processes and regular staff training and professional development.</p> <p>Employment with Melbourne Girls Grammar is subject to adherence to school policies including the Child Safety Policy, Child Safety Code of Conduct and Child Safety Statement as listed below.</p> <p>MGGs Statement of Commitment to Child Safety</p> <ul style="list-style-type: none"> • As MGGs staff, volunteers, contractors, and any other members of our school community involved in child-connected work, we are responsible for supporting and promoting the safety of children. • We are committed to the safety, participation and empowerment and protecting of all children / students in our care and adhering to our Child Safety Policy. • We are committed to providing a child-safe and child-friendly environment, where children and young people are safe and feel safe and are able to actively participate in decisions that affect their lives. • We have zero tolerance of child abuse and are committed to the protection of children from all forms of child abuse and all allegations and safety concerns will be treated very seriously and

	<p>consistently with our robust policies and procedures. Our policies and procedures will provide the name and contact details of staff who have specific responsibilities in relation to child safety and who may receive reports of suspicion of child abuse. Child abuse includes sexual offences, grooming, physical violence, serious emotional or psychological harm, serious neglect and a child's exposure to family violence.</p> <ul style="list-style-type: none"> • We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously. • We are committed to preventing child abuse, identifying risks early and removing and reducing these risks. • We have robust human resources and recruitment practices for all staff and volunteers. • We are committed to regularly training and educating our staff and volunteers on child abuse risks. We support and respect all children, as well as our staff and volunteers. • We are committed to the emotional, physical and cultural safety of all children and to providing a safe environment for their learning. • We are committed to promoting the cultural safety and participation of Indigenous children, young people and their families. • We have specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments.
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Expectations:

1. Full attention on shift.
2. Every staff member is responsible for every girl.
3. Don't leave the Boarding House without contacting staff.
4. No visitors on shift.
5. No common property e.g. furnishings, electrics, food etc. can be used privately
6. Professional boundaries are essential within a residence. These boundaries must be maintained in person and online. Consult directly in advance with senior staff if you are in doubt. Explicitly staff are not to be friends with students on Facebook, Instagram etc., staff are not to share their personal mobile number.
7. Confidentiality about students' life at MGGS must be maintained out of and within the workplace.
8. You are employed by MGGS and represent MGGS for the entirety of your contract. This includes online, off duty and in school holidays.
9. Expected attendance at events as listed.
10. Act in the moment re: discipline.
11. Initiative is essential.

Annual Events all Residential Staff are required to attend:

- Staff days ahead of each new Term
- New Student Induction/Orientation Term 1
- Boarders Family BBQ Term 1
- Boarding House Staff Meetings and Residential Staff Meetings
- Year 12 Boarders Valedictory Chapel and Dinner

Reference	Rev	Date	Page	Authorised By	Signed by Employee
BH Supervisor Residential	10	Nov 2024	11 of 11	Director of Boarding	_____ / /